



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 09/22/2016	Employee Requisition Number <b>FR-17008</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>ADMINISTRATIVE ASSISTANT</b>			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: SOCIAL SERVICES	Location: Okmulgee	Location Code: 91	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the supervision of the Director, the Administrative Assistant performs the administrative duties and support activities for the Director of Human Services.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"><li>1. Answer and screen calls.</li><li>2. Manage calendar including meeting arrangements.</li><li>3. Prepare and monitor travel.</li><li>4. Procure supplies, equipment and services.</li><li>5. Create spreadsheets, including financial data, and presentations/reports.</li><li>6. Monitor program budgets including processing expenses.</li><li>7. Excellent interpersonal and communication skills.</li><li>8. General clerical duties such as filing and preparing correspondence.</li><li>9. Assist staff as needed (Office Clerks, Social Workers and Managers).</li><li>10. Maintain confidentiality on all Social Services applicant(s) and personnel.</li><li>11. Other duties as assigned.</li></ol>
Minimum Requirements:	Associates Degree in Business or related field with 1 year experience in business. Or 3 years related experience in business.
Preferred Requirements:	Associate Degree and two (2) years' experience in business or related field or 4 years' experience in business or related field.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

**Competencies:**

**Customer Service:** Responds promptly to customer needs.

**Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.



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- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

#### Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.  
☐ Physical Exam Required

#### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals  
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

#### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.